

## Expected Practices

**Subject:** Digital Photographic Image – Management

**Date:** December 1, 2012

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### Purpose:

Department of Health Services (DHS) expected practice for the management (capture and deletion) of photographic images used to support an eConsult Specialist referral.

### Expected Practice:

In compliance with the DHS Policy for *Consent for Photography or Audio Recording (Policy # 304)*, the practice will ensure all DHS clinics submitting referrals via electronic/telehealth methods – eConsult, retinal photographs or other means, and capturing patient information through the use of a digital camera, will manage this information securely by following the procedures outlined below:

1. Patient photographic images will be identified with patient name, medical record number, and date taken.
2. Although DHS does not mandate any file naming structure for the capturing of photographic images, an MRUN number, and only an MRUN number, may be used in the file structure for validation purposes.
3. All photographic images captured on a digital camera will be uploaded to secure DHS applications (i.e. eConsult, i2i, Affinity, etc.) or a secure network drive as expeditiously as possible – as the digital camera is not to be considered as a secure storage device.
4. Allowing for the validation and reconciliation of photographic images to electronic patient charts, DHS mandates that all images should be deleted daily from digital camera(s), at a minimum. The best practice is to delete all images once they have been properly and securely uploaded to a secure application or network and upon the discharge of the patient from the clinic.

This *Expected Practice* was developed to fulfill the DHS mission to ensure access to high-quality, patient-centered, and cost-effective health care. It is guided by real-life practice conditions at our facilities and complements existing DHS Policies and Procedures.